



PAULA DIANE D. VILLARBA

LICENSED PROFESSIONAL TEACHER

CAREER OBJECTIVE

To have a growth oriented and challenging career, where I can contribute my knowledge and skills to the organization and enhance my experience through continuous learning and teamwork.

MY CONTACT

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Address

Al Rigga Dubai, United Arab Emirates

EDUCATION

BATANGAS STATE UNIVERSITY

Rizal Avenue, Batangas City

BS Education Major in TLE

(2015-2019)

ACQUIRED SKILLS

- Event Management, Planning and Organization
- Visual and Performing Arts
- Team Management
- Creativity
- Verbal Communication
- Leadership
- Computer Literate

REFERENCES

Available upon requested

LICENSES AND CERTIFICATIONS

- Licensed Professional Teacher
- Teaching English as a Foreign Language (TEFL) Certified
- Events Management Services NC III
- BatStateU- Dulaang Batangan Alumni

WORK EXPERIENCE

TEACHER ASSISTANT - Jumeirah International Nursery - Dubai, UAE (December 2023-PRESENT)

- Assist teachers in using engaging methods to convey knowledge to children.
- Create play-based learning environments for holistic development.
- Collaborate on lesson planning to address individual needs.
- Foster confident, lifelong learners through exploration and problem-solving.

PHILSYS STAFF - Philippine Statistics Authority- Batangas City (May 2021-August 2023)

- Welcoming and assisting clients or registrants.
- Screen and approve documentary requirements of the applicants.
- Keep and maintain all files like (health survey, logbook, etc.) Entertains and answers all the registrant's queries and problems regarding the registration procedures.
- Perform administrative tasks include typing, copying, binding, scanning, and filing.
- Manage inventory: monitor stock, order supplies as needed, and confirm deliveries.

RECEPTIONIST - Palms Peak Resort - Ibaan, Batangas (December 2019-April 2021)

- Greeting and welcoming visitors or clients in a friendly and professional manner.
- Ensure reception area is tidy and presentable. Manage and entertain customer's phone calls/queries.
- Ensure walk-in guests receive warm hospitality.
- Provide information about the resort; available rooms, rates, and amenities.
- Perform all check-in and check-out tasks.
- Manage bookings and reservations.
- Update calendars and schedule a monthly meeting.
- Do any administrative work assigned by the resort manager.